



## DEPARTMENT OF ENERGY

### PRINCETON SITE OFFICE

## BUSINESS MANAGEMENT PROCEDURE

### PROCEDURE 1-16

## HEADQUARTERS/CHICAGO/PRINCETON SITE OFFICE WEEKLY REPORT

### REVISION 3

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*[Signature]*  
Approved By: Jerry Wm. Paul, Manager, PSO

Date Issued MAR. 2005

Annual Review	
<u>Reviewer</u>	<u>Date</u>
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**STOP WORK AUTHORITY:** When an unsafe or unhealthy condition, or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

**HEADQUARTERS/CHICAGO/PRINCETON SITE OFFICE  
INTERNAL WEEKLY REPORT**

**1.0 PURPOSE**

To define the means by which the Princeton Site Office (PSO) prepares its Headquarters/Chicago Weekly Report, which serves a number of purposes, ranging from internal communication within individual CH/HQ organizations to alerting management of pending problems and issues.

**SCOPE:**

Since the HQ/CH Managers extracts critical items from the various weekly reports submitted by the various CH Site Offices and forwards these extracts to the Secretary of Energy, and the Office of Associate Deputy Secretary for Field Management (SC-1), it is important that the HQ/CH Weekly Report prepared by PSO identifies significant events and activities, emphasizing upcoming/future interest items (i.e., activities anticipated in the next three weeks).

**PROCEDURES:**

- A. To facilitate identification of significant events, each PSO staff member will begin their portion of the report with items they deem significant. The report will include a brief description of who, what, when, where, why and how many (as appropriate) for each item.
- B. The PSO Administrative Assistant will consolidate the various PSO Team reports into one consolidated PSO report, which the Administrative Assistant will forward to HQ and CH (see paragraph 4.0 below) only after it is approved by the PSO Manager. Before the report is submitted to the PSO Manager's Office, the Administrative Assistant will obtain approval from each Team Leader that the typed report for his/her team is acceptable. The report should begin as follows:

Schedule of Manager's Time/Travel Plans  
Key Departmental News  
Upcoming Events or Matter of Secretarial Interest  
Work on Secretarial Initiatives  
Press Inquiries  
FOIA Requests  
Grants, Economic Announcements and Publications  
Climate Change  
Disaster Assistance

Include DOE contact, full name (for those in DOE who may want to obtain more information) and phone number.

C. Weekly reporting items may include:

Major events and announcements which have been scheduled or are being planned;

Updates of SIGNIFICANT events/activities involving or hosted by CH or HQ laboratories/facilities;

. Significant issues, events, visits or negotiations involving public officials (members of Congress and their staffs, State and local government officials, including regulators);

Major external, independent appraisals, assessments, reviews (including GAO);

Status of significant legal action;

Other significant events of interest to the Secretary of Energy, including Secretarial Initiatives (Example: Significant Quality Initiative results; Strategic Planning Initiatives, etc.);

Visits by significant HQ officials, key public officials, foreign government representatives, heads of other federal agencies; and

As an aid in preparing items to include in the weekly report it is helpful to review the documents residing in the PSO Network Word files for the period being reported on.

C. Things to keep in mind and to assist in reducing the volume of the weekly report:

Updates on high profile secretarial commitments (i.e., Presidential Performance, Agreement, Commitments and Strategic Alignment milestones, including staffing targets).

Press coverage received or anticipated.

The report is to be submitted by 12:00 (noon) on Mondays to the Administrative Assistant and should cover information related to the previous week's activities and any upcoming items of interest. The report will be put on the CH Bulletin Board and sent to SC-5-FORS no later than Tuesdays, close of business, each week.

You need not repeat items previously reported; if you have new information on a previously reported item, please reference that item and the report date.

The report need not catalogue weekly staff activities, unless this information is useful to you for your own internal purposes.

#### 4.0 SUBMISSION:

PSO Weekly Report will be submitted by the PSO Administrative Assistant to the Administrative Assistant SC-5, FORS and on the CH Bulletin Board under Weekly Reports by close of business each Tuesday (4:00 EST). The transmission is made via "email and "CH Outlook Web Access".

Steps to send Weekly Report:

- 1 Email completed report to SILILLIAN.ANDERSON@science.doe.gov
2. Log into the "CH Outlook Web Access" on your desktop icon

Click on "Public Folders"  
Pick "Weekly Status Report"  
Click on "Compose New" (top right corner)

PROCEDURE 3-3  
Revision 3

Type "Princeton Site's Weekly Report" in the subject line  
Click on the "Browse" link  
Report should have been already in G:\ALL\ALL\PSOWeekly  
mo/date/yr  
Click on the most current report  
Press add  
Click on the little post flag at the very top left of the screen